



Rotokare Scenic Reserve Trust (RSRT): Education School/Group Visit Confirmation Checklist

Please fill, sign, and submit this form to the Rotokare Educator prior to or upon your arrival at Rotokare Scenic Reserve

We, the representatives of the school/group visiting Rotokare Scenic Reserve for education programmes, hereby confirm that we have (please tick):

- Read the RSRT Health & Safety Information and detailed RAMS/SAP forms posted on the RSRT website, and understood the health and safety precautions required;
- Corresponded with the Rotokare Educator regarding any Health & Safety concerns, or about any visitors with special needs in our group;
- Fulfilled the minimum adult : student ratio of 1:10 (secondary and senior primary), 1:8 (junior primary), 1:5 (ECE), or 1:1 (Special Needs) for the visit;
- Understood that accompanying teachers and adult supervisors are responsible for student behaviour and overall safety and wellbeing;
- Understood that accompanying teachers and adult supervisors may be asked to assist the students on their learning journey;
- Ensured all the visitors have suitable footwear and clothing for the visit;
- A first-aid kit for the visit (and understood that Rotokare will have first-aid kits on standby);
- Understood that Rotokare is a “pack in, pack out” location with no rubbish bins, and all rubbish must be taken back by the visitors;
Note: In organising the rubbish on your trip, Rotokare encourages you to consider the environment and manage recycling, landfill and compostable wastes accordingly
- Ensured that all visitors have been informed to follow the instructions of the Rotokare Educator and Rotokare Education Volunteers leading the programme for the visit.

Teacher in-charge / Group Representative

School Name